

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO  
JOB DESCRIPTION

<b>Title:</b>	<b>TRANSITION SPECIALIST</b>	<b>File 219</b>
<b>Reports to:</b>	Director of Student Services	
<b>Job Objectives:</b>	Collaborates with community partners to facilitate successful career-focused learning and transition activities. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, staff, employers, and other agencies. Keeps the director of special education informed about emerging issues.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Valid Ohio special education license or certificate appropriate for the assignment.</li><li>· Meets all mandated health requirements.</li><li>· Documentation of a clear criminal record.</li><li>· Complies with drug-free workplace rules and board policies.</li><li>· Ability to identify emerging employment trends and profile training characteristics.</li><li>· Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.</li><li>· Ability to organize community support for the school-to-career/adult living program and student assimilation activities.</li><li>· Ability to cope with stressful traffic, weather conditions, and passenger distractions.</li></ul> <p><i>Note:</i> This assignment may require a valid driver's license, access/availability of a reliable vehicle, and/or completion of van driver training. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.</p>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Facilitates the delivery and continuous improvement of school-to-career/adult living programs.</li><li>· Complies with state model education policies and procedures.</li><li>· Upholds board policies and follows administrative guidelines and procedures.</li><li>· Promotes a favorable image of the service center. Builds community/school partnerships that enhance the service center's operational effectiveness.</li><li>· Helps implement the service center's continuous improvement plan. Collaborates with partner schools to identify, develop, and implement necessary programs and innovative services.</li><li>· Develops a strategy to accomplish personal performance objectives within specified time lines.</li><li>· Maintains open and effective communications with staff and the community.</li><li>· Keeps current with the K-12 courses of study, scope and sequence framework, and state standards/guidelines.</li><li>· Advocates for children. Helps ensure that policies and procedures support non-biased assessment and program planning activities.</li><li>· Documents the academic, technological, and personal characteristics (e.g., interest inventories, job preferences, etc.) required for successful participation in anticipated learning and work environments.</li></ul>	

- Serves as a referral agent for students transitioning or utilizing community agencies, programs, and/or services.

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- Promotes a balanced perspective of work activities and family life. Develops and maintains career-focused resource materials that support teaching and student learning activities.
- Investigates options for community resources for students and families that enhance the school-to-career/adult living program (e.g., residential, recreational, transportation, health care, etc.).
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Serves as a liaison and information resource for the school-to-career/adult living program.
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Serves as a member of the IEP team. Develops the transition plan as part of the IEP process.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of all students in appropriate school-to-career/adult living activities.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Oversees the timely submission of reports, records, and inventories.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse and neglect as required by law.
- Encourages and supports partner school activities as time permits.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

### **Abilities Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Addresses problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

### **Supervisory Responsibility:**

Under the direction of the director of special education: plans work assignments, provides instructions, and supports assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

### **Working Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.

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- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

### **Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.

The Educational Service Center of Central Ohio Governing Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*Revised: 10/09*

